



**City of Northampton, Massachusetts**  
**Human Resources Department**

**POLICY & PROCEDURE**  
**NUMBER 200-2**

**Effective Date: 2/1/98**  
**Revision Date: 8/2/2010**

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**POLICY OF NON-DISCRIMINATION & GRIEVANCE PROCEDURE**

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**POLICY:**

This is to notify all persons that it is the policy of the City of Northampton to refrain from discriminating against any person because of her/his race, color, religious creed, national origin, gender, sexual orientation, age, ancestry, disability, genetics or marital status in the provision of, or access to, services, employment and activities.

This is in accordance with all applicable federal and state law, including, but not limited to, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act, as amended, the Civil Rights Act of 1964, as amended, Article 114 of the Massachusetts Constitution, Chapters 151B, GL 272, (sections 92, 98, and 98A), GL 149 (sections 24A and 105A) of the Massachusetts General Laws and Executive order 452.

Glenda G. Stoddard, Human Resources Director, shall administer compliance with the law and regulations.

For further information about our policies and grievance procedures for the resolution of complaints contact the City's Affirmative Action/Equal Opportunity (AA/EO) Manager:

**Glenda G. Stoddard, Human Resources Director**  
**240 Main Street**  
**Northampton, MA 01060**  
**(413) 587-1258**

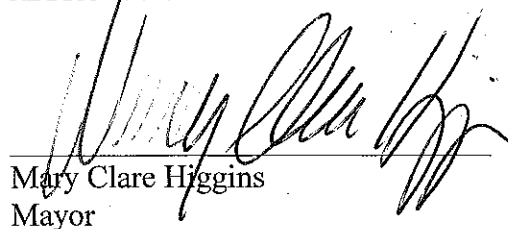
**PROCEDURE:**

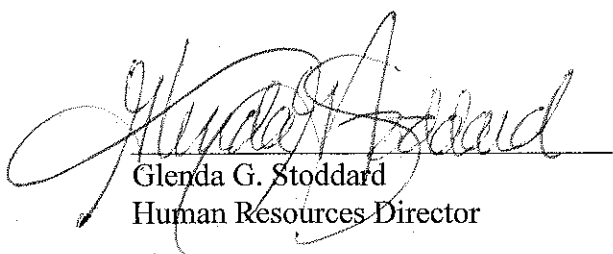
The City of Northampton has adopted an informal grievance procedure providing for prompt and equitable resolution of complaints alleging any violation of state and federal laws and regulations protecting individuals from discrimination pursuant to this policy. The laws and regulations may be examined in the Human Resources Department office in coordination with the above named individual. This person has been designated to coordinate the efforts of the organization to comply with the regulations.

1. Where possible, a complaint should state the name and address of the person filing it, a brief description of the alleged action prohibited by the laws and regulations, and the date it allegedly occurred.
2. A complaint should be filed in the City's Human Resources Department within a reasonable amount of time (no more than thirty [30] days) after the person filing the complaint becomes aware of the action alleged to be prohibited by the laws or regulations.
3. The AA/EO Manager or his/her designee shall investigate the complaint to determine its validity. These rules contemplate an informal but thorough investigations. All grievant parties will be given an opportunity to submit evidence relevant to the complaint.
4. The AA/EO Manager or his/her designee shall issue a written decision determining the validity of the complaint no later than thirty [30] days after its receipt and issue a corrective action plan where necessary.
5. The AA/EO Manager or his/her designee shall maintain the files and records relating to complaints filed hereunder.
6. The right of a person to the prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies, such as the filing of a complaint with the Massachusetts Commission Against Discrimination and/or any other state or federal agency or any state or federal court.
7. These rules shall be liberally construed to protect the substantial rights of interested persons and assure compliance with the law and regulations.

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APPROVED:

  
Mary Clare Higgins  
Mayor

  
Glenda G. Stoddard  
Human Resources Director

Revision History:  
3/6/98